Burnett School of Biomedical Sciences

General Information for Researchers

Questions, Contact:

General Information:

HSCWelcomeDesk@ucf.edu

Specific Information:

Equipment, Protocols, General Science, Other

Alicia.Willenberg@ucf.edu

Research Program Coordinator

Burnett School of Biomedical Sciences

UCF | College of Medicine

CONTENTS

College of Medicine

UCF

New Employees

Burnett School Forms and Resources

Handbook, directory, forms/links for volunteers, & more

Volunteers

Fill out and return all paperwork provided

Take all required courses with EH&S

Staff and Faculty

Orientation, HR training, register for Benefits

EH&S training and many forms/processes that are individual lab specific

Welcome

UCF Human Resources New Employee Information

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OneDrive

Outlook

Teams

Workday

Microsoft Authenticator

New Employees

Recommended Mobile Device Apps

OneDrive, Outlook, Teams, Workday

Required Mobile Device App
Multi-Factor Authentication:

Microsoft Authenticator

Allow tap to approve = fastest

New Employees

Account Password Reset:

Account locked out, [Reset your password](#) here. You may need another employee to help if you do not have a personal device.

Abenity and TicketCenter: UCF employee discounts on local and national hotels, car rentals, florists, theme parks, national attractions, movie theaters, restaurants, retailers, concerts & more.

LinkedIn Learning: learning platform for business, software, technology, and creative skills to achieve personal and professional goals: 12,000 courses and 5,000 video tutorials from industry experts and leaders all in one place.

ACCOUNT (NID) PASSWORD RESET

Abenity
CELEBRATE YOUR SAVINGS!

SGA Ticket Center
Activity and Service Fee Business Office

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New Employees

COM Services

Planning and Knowledge Management

Educational Technology

    Instructional Learning Designers

    Virtual Reality and Augmented Reality

    Poster Printing – Alex Chacon

    Medical Illustrator – Ryan Dickerson

    BioRender – Dr. Lane Coffee

COM Educational Technology Staff

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New Employees

Important Links / Info:

UCF Apps – Microsoft Office, statistical software, other: use web browser or Citrix Workspace

UCF Research Apps – Zoom, Teams, Paris , Aurora, CITI, Huron, Argis, iThenticate, TERA, Sophia, many more

TEAMS Page for BSBS Core Equipment

Equipment Lists and Info per Building, Manuals, Protocols, Important Articles, Contacts, & More

Available upon request
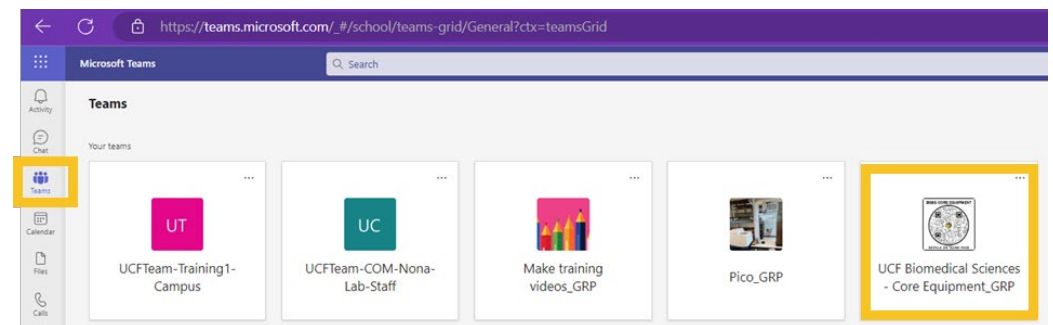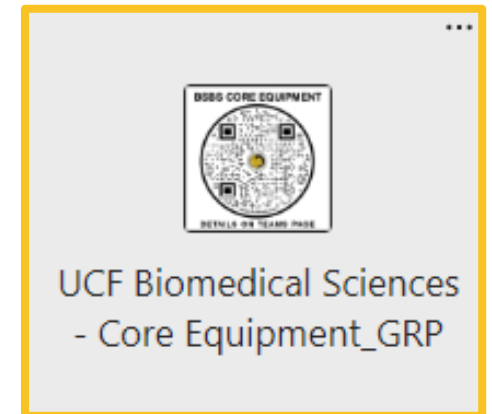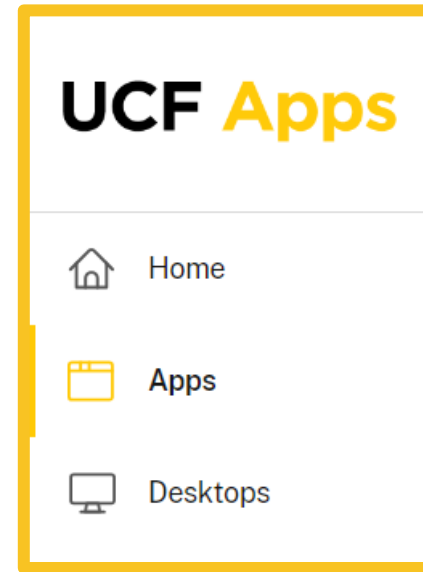
New Employees

Graduate Student Resources:

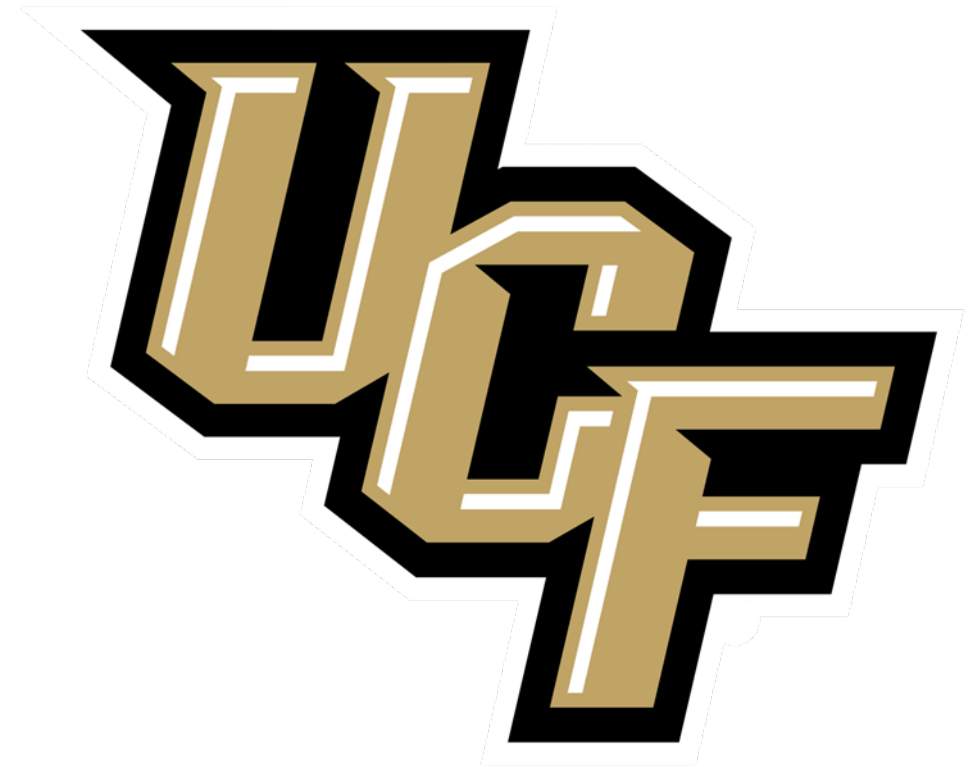**UCF Graduate School Resources**

Funding / Financial Resources

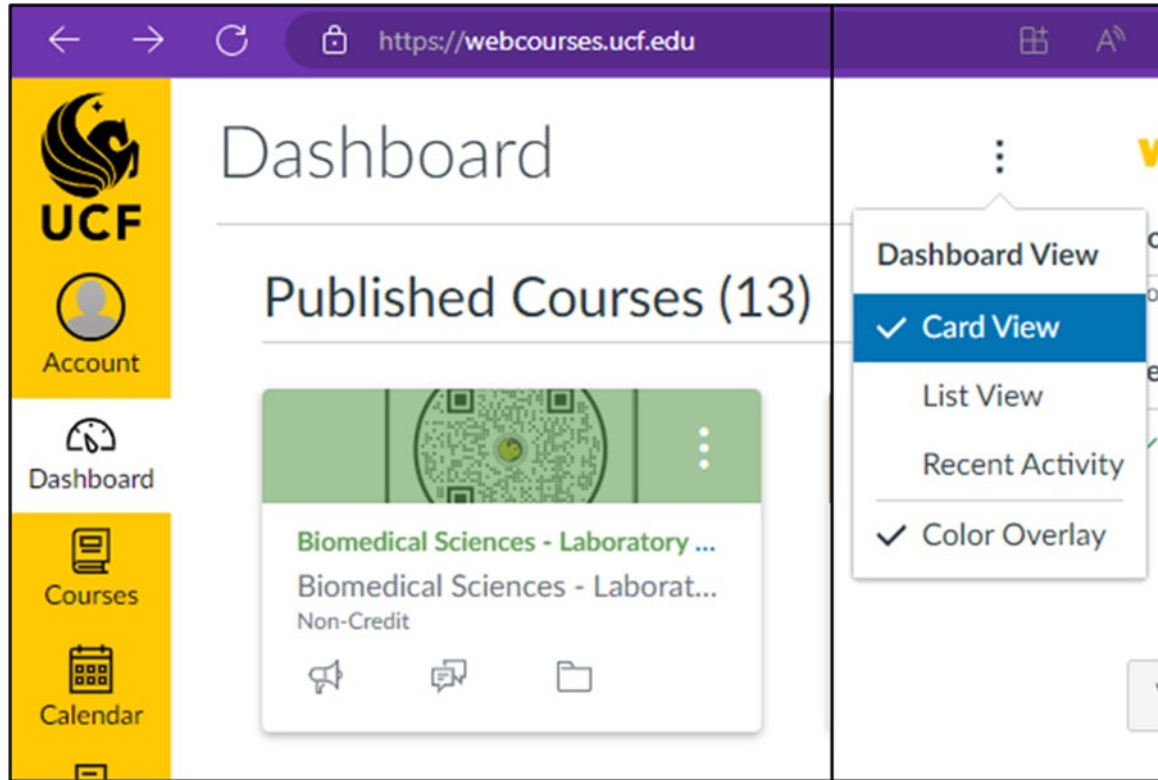**Biomedical Sciences Graduate Student Association (BSGSA)**

BSBS Department - Masters and PhD Resources

Facebook: https://www.facebook.com/groups/bsgsaucf/

Instagram: https://www.instagram.com/bsbsgsa/

Contact: bsbsgsa@gmail.com

Webcourses – Request training through EH&S;
find enrolled courses on Dashboard

New Employees

Webcourses
Classes, HIPAA, Safety, Commons

Workday workday.ucf.edu (my.ucf.edu > staff solutions), HR training, enter time/leave, purchasing, kNEXT, other resources

EH&S
Required Training: lab dependent – new PIs must have EH&S consult

UCF Research Apps
IACUC, IRB, Safety + More: CITI for Training, and Huron is used to make/update protocols

New Employees

EH&S for Basic Research Labs

All Volunteers, Students, Staff & Faculty <u>Enroll Here</u>

Required Courses:

EHS102 Lab Safety Orientation

EHS103 Biosafety Practical

EHS140 Bloodborne Pathogens for Healthcare and Laboratories
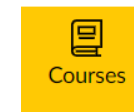
EHS202 Lab Safety Practical

EHS201 Biosafety Orientation

EHS421 Think About Your Sink

Other Courses are lab dependent; some of the above are combined with new faculty training
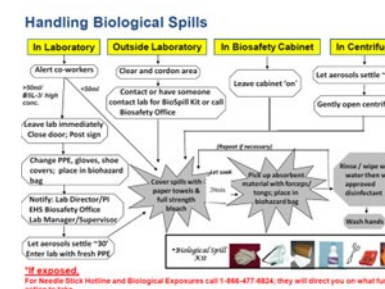

Register for class through <u>Training Link</u>, some EH&S classes are then available through Canvas / Webcourses after clicking "Start" This could have a delay up to 2d

New Employees

EH&S for New Labs - New Faculty

Please follow EH&S Guidelines for PIs for updates / details

- See **Quick Facts Sheet**
- See **EHS Training Enrollment Tutorial**
- Meet with EH&S + PI Lab Assignment Form
- Biosafety / Hazardous Agent or Process registration
  - This takes time, start ASAP
  - Multi-step process, includes using Huron Safety
- Medical Gases and Controlled Substances
  - This can take **~3 months** (to renew also)
  - Register with the state (**DBPR**) + receive a #
  - Then register with DEA if applicable (**DEA Diversion**)
- Make a safe workflow in the lab, post signs
- Schedule a courtesy inspection from EH&S

https://med.ucf.edu/healthit/
HealthIT@ucf.edu

NEED ASSISTANCE?

SUBMIT A TICKET

Email: HealthIT@ucf.edu

Phone: 407.266.HELP(4357)

Location: College of Medicine, Health Sciences
Campus -Suite 301

Hours of Operation: 8am – 5pm, Monday – Friday

Workflow

- Computer issue: Health IT Assist ticket
- Building issue: Engineering Incident Ticket >>> Facilities
- Equipment obviously broken: Engineering Incident Ticket >>> Engineering **and** contact the person in charge of the instrument
- Equipment errors: contact the person in charge of the instrument first
- Not sure, ask me and I'll direct you to who can help if it is not myself

Any questions, please ask,

Alicia.Willenberg@ucf.edu

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Workflow – IT Ticket

https://med.ucf.edu/healthit/

Sign in with NID

IT/Computer Issue:

Health IT Assist ticket:
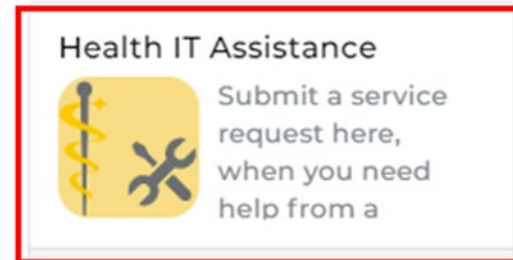
- Building and Room # of device
- NID
- Computer Name
- Port #
- Summary & Description of Issue
- Add attachments/screenshots if applicable
- Submit

Workflow – Facilities

https://med.ucf.edu/healthit/

Sign in with NID

Building Issue:

BSBS Engineering Incident

BSBS Engineering Incident

- Building and Room # Affected
- Select Request Type: **Facilities**
- Option: building issue
- Summary & Description of Issue
- Add attachments/pictures if applicable
- Submit

BSBS Engineering Incident

BSBS Engineering Incident

On Behalf Of User

*Open on behalf of this user (Enter user's NID or full name) ❷

❶   Alicia Willenberg   ×   ▾

*Preferred Contact Method

Email   ▾

*Email

Alicia.Willenberg@ucf.edu

*Phone

407-266-7150

*Building Name

Burnett School of Biomedical Sciences   ▾

Please Select Room

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Request Type

Engineering   ▾

Option

Biomedical Device Support   ▾

Summary of Issue

High Speed Centrifuge Error

Additional Information/Comments

FRS error on the BC Avanti centrifuge   📎 Add Attachments

Order This Item

🖹   Add to Wish List

Submit

Workflow – Engineering

https://med.ucf.edu/healthit/

Sign in with NID

Instrument Issue:

BSBS Engineering Incident

BSBS Engineering
Incident

- Building and Room # of device
- Request Type: Engineering
- Option: Biomedical Device Support
- Summary & Description of Issue
- Add attachments/pictures if applicable
- Submit

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Digital Storage

Required for Core Computers

Turn on "Storage Sense"

- **For all users (not OneDrive specific)**
- Highly recommended for personal devices

OneDrive Optimization

- Organize folders within OneDrive to manageable sizes
- Turn on "Files On Demand" (OneDrive)
- Select Folders to archive/free up space (OneDrive)

Data Acquisition

For live data acquisition that takes more than a few minutes:

- Save directly on the local device: C:drive
- Ensures it will not be interrupted by a brief connectivity problem, consider being offline

Digital Storage

Turn on **Storage Sense**

    Gets rid of temp files

Right Click Windows Icon >>> Search

Type "Storage Sense"

Open

Select "On"

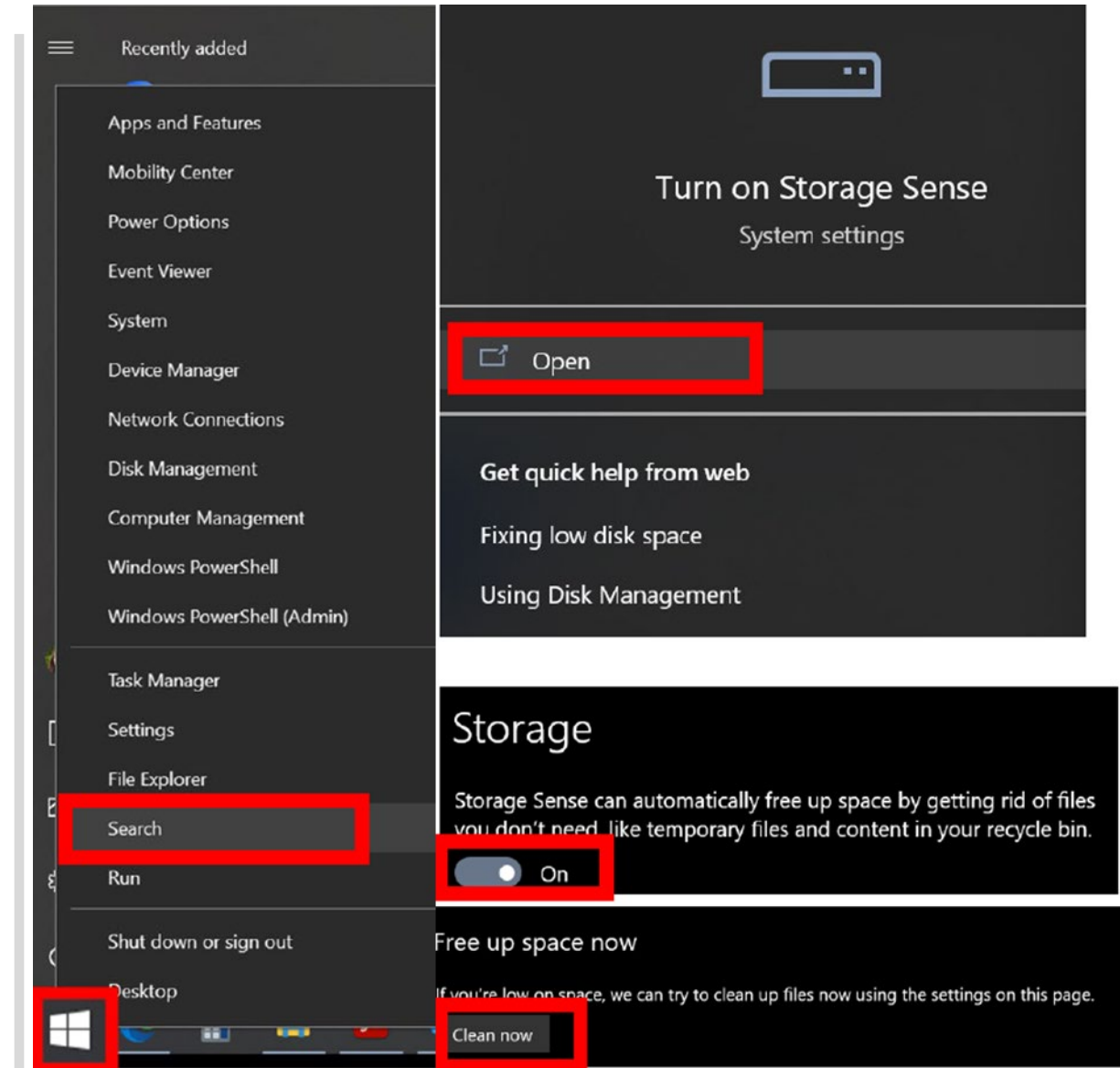"Configure Storage Sense or run it now"

Select feasible settings: EXAMPLE:

- Delete temporary files
- Delete Recycle bin after 14 days
- Delete Downloads after 14 days if unopened
- Content available online only after 14 days unopened

Then:

Free up Space Now:

- Clean Now

Digital Storage – OneDrive Information

Benefits of OneDrive: 5TB of storage
Share folders with undergrads, colleagues, anyone with .edu or .gov account
All your documents are available at your fingertips anywhere you have internet access

Online Cloud: Office365.ucf.edu

Use your @ucf email / Enterprise account as default if you have one

On your device: OneDrive - University of Central Florida

Activate your account by clicking on this folder and following the directions provided

On Core device: same process: fast way to save large data files- though a portable hard drive may be best
*Save new data in a new folder to keep local data storage to a minimum

Mobile App: OneDrive

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Digital Storage – OneDrive

- **Files on Demand** is an automatic selection on BSBS/COM devices for OneDrive

- When local disk space is full, the device will not work optimally = serious issue for core devices that involve saving large data files / images

- Make separate folders for new projects to minimize syncing/downloading large data sets locally

- **Free up Space** on all Core equipment frequently

- On personal devices, you may choose to keep files locally. If changed in another location, you will need to be connected to the internet to sync the file(s) before continuing. Do not do this for core devices.

Save disk space - Microsoft

Right Click

Only for personal devices

> This PC > Windows (C:) > Users

Disconnect for long live data acquisition

Virus & threat protection

Quick scan

Digital Storage

Data Acquisition

- For live data acquisition that takes more than a few minutes

- Save directly on the local device: C:drive

  - Ensures it will not be interrupted by a brief connectivity problem

- Consider disconnecting from the internet during run

  - Set up a SOP with IT for updating the device before and after running program

  - IT can stop the computer from automatically restarting for an update (require manual approval), however, the computer will still put through all updates that do not require a restart: any of these updates could use enough RAM and interrupt your program and cause it to crash/fail

- Do not keep your data on Core device C:drive / saved locally

Digital Storage

Saving Files – Please check with your PI

Core Networked Device:

- L-Drive (Lab share drive on local network)
- OneDrive
- USB (including portable hard drives)

Core Non-Networked Device – no internet

- USB

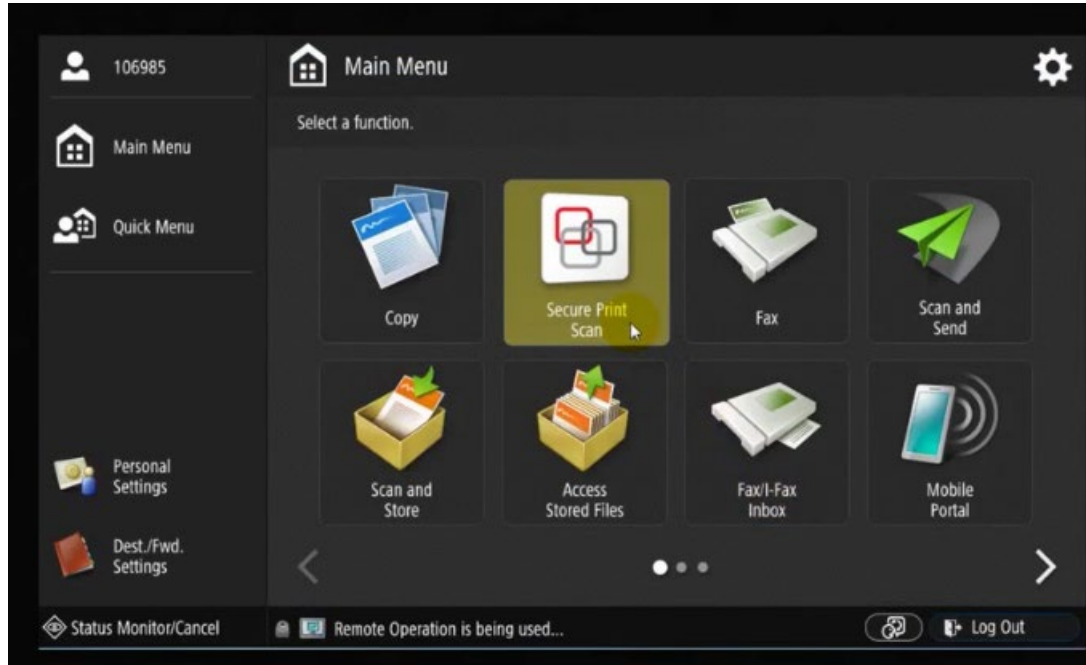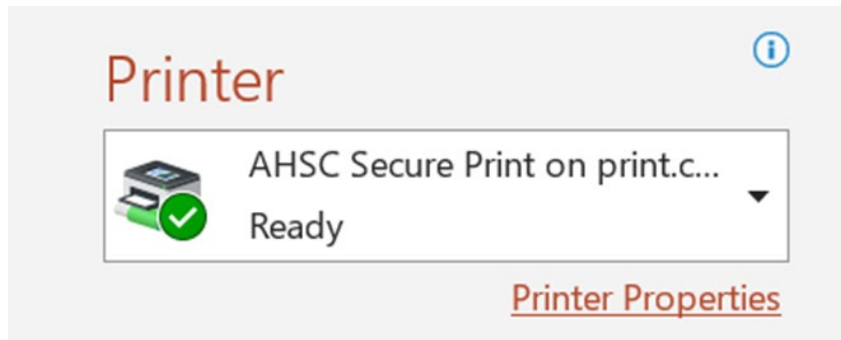**Do not keep files saved locally on core devices**

Non-networked core devices are cleared every 3 months! When full they cannot save new data

Desktop is not backed up!

Please frequently scan your USB devices!

- Always scan after using unprotected devices
- On your computer, open a folder,
- This PC >>> Find your device
- Right Click and Scan with Microsoft Defender
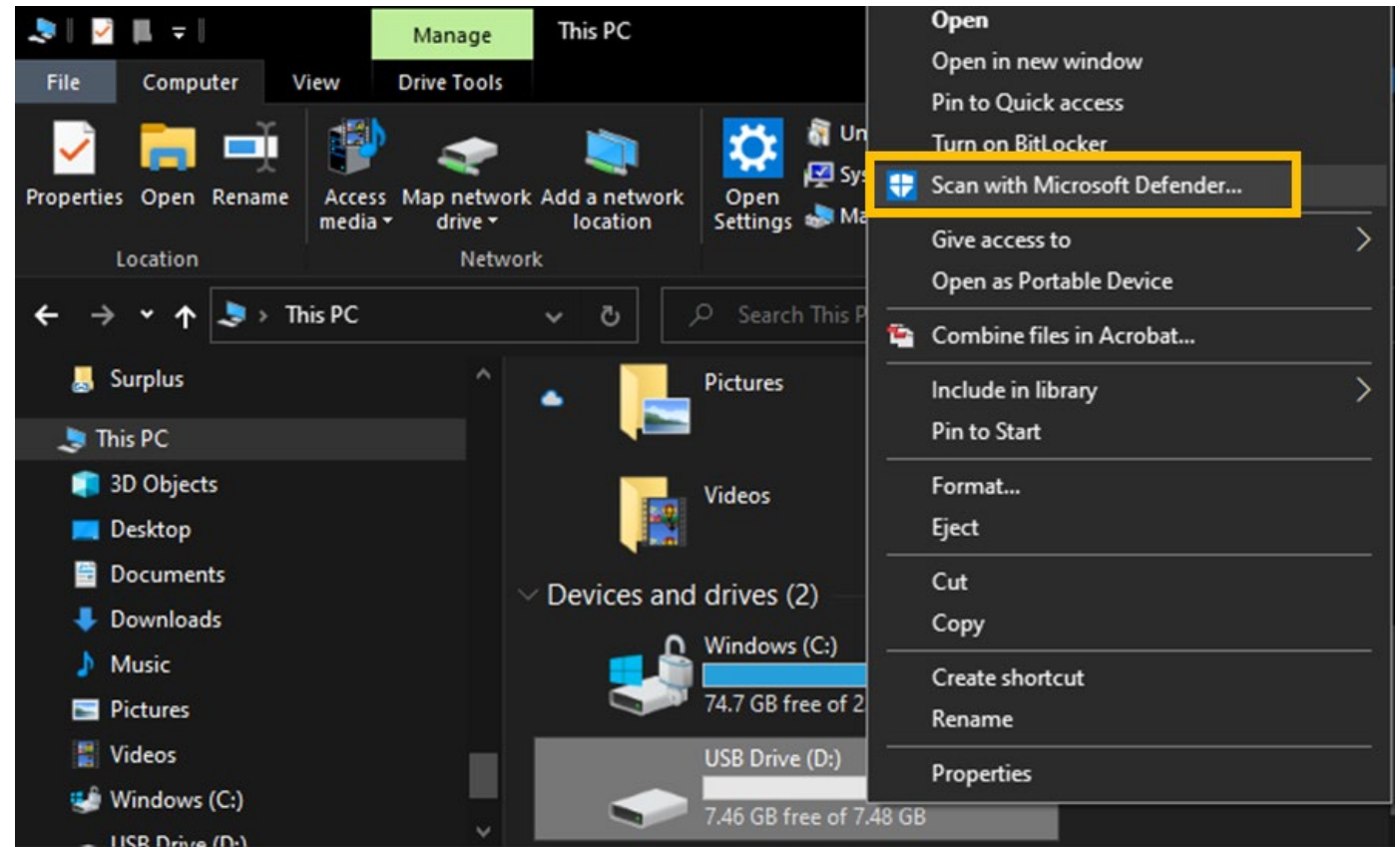
Printing

Networked Printers – Canon-All-in-One

'Print' – Does not print anywhere

Physically go to the BSBS Canon all-in-one printer of choice (1st-4th floor at BBS; 1st floor BMS; 3rd floor HPA2)

Swipe ID card to login (create account with NID if prompted)

Select Secure Print

Select documents to print/Select All
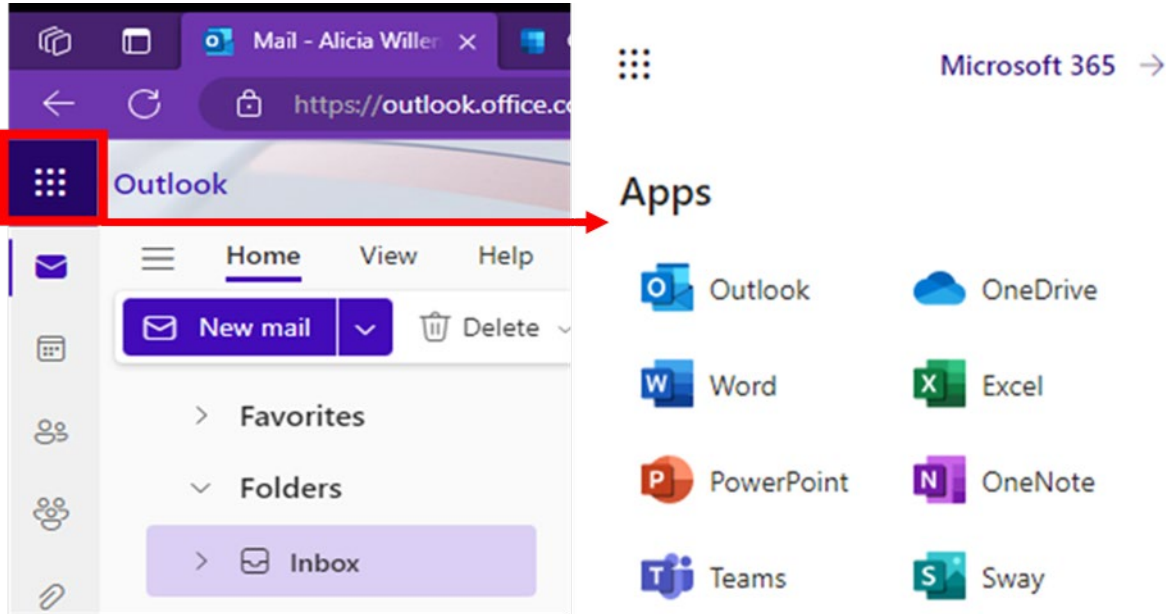
Select Print and Delete

Still not working:

Ensure device has Wi-Fi off, connect directly to ethernet

Restart computer if it is not listed, should automatically load, but if not:

Search AHSC in settings> Printers/Scanners; not finding it:

Submit a ticket, include: your NID, computer name and port #

Office365 Overview

Office365.UCF.edu
"Webmail" and outlook.com/ucf.edu = same page

Apps

- Each app opens in a new browser tab, allowing for multiple instances of each app to be open at once

- When using the cloud, your data is sync'd the fastest and available instantly from any device anywhere with internet access.

- Microsoft office online has limited capabilities compared to the desktop versions: such examples include PowerPoint: cannot save images with save image as, no gridlines

- Personal preference: always have (2) Outlook tabs open: (1) for mail and (1) for calendars

Office365.ucf.edu = Outlook >>> Calendar

Outlook Mobile App – Only App

Do Not Use Outlook Desktop for core calendars

Failing to sign up on the calendar and logbook can result in losing privileges and your samples/self removed from the instrument.

Calendars

Outlook through mobile app or web browser office365.ucf.edu

Do Not Use Outlook Desktop on your computer for core calendars!

- The desktop app does not sync appropriately and can cause scheduling conflicts.

Lists of core equipment and their associated calendars are available in Excel sheet on Teams Core Equipment Page

College of Medicine
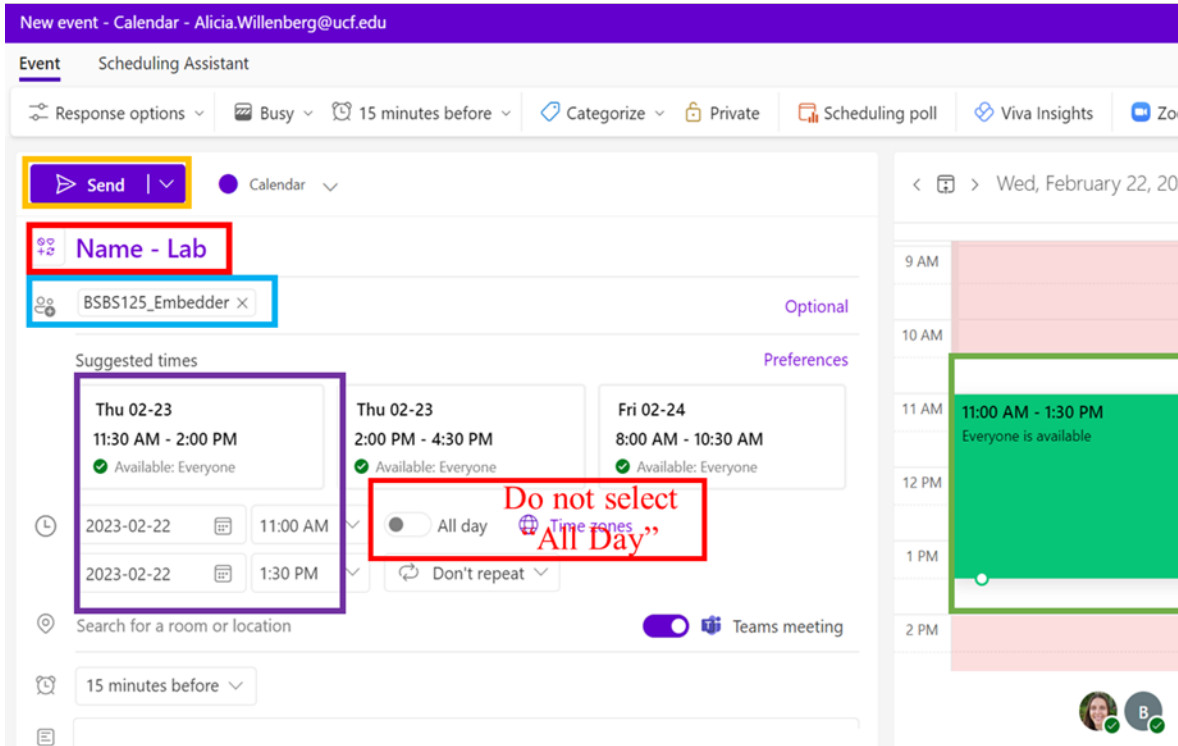
UCF

Calendars

Add a Core Equipment Calendar

- Open Outlook on office365.ucf.edu
  - This does not work on many mobile devices
- Open Calendar
- Add Calendar
- Add from Directory
- Select your account (your.name@ucf.edu)
- Type in name of calendar
  - Example BSBS125, pools list
- Select calendar
- Add to People's Calendars
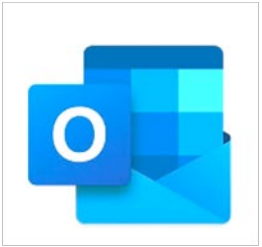- Add
- Repeat for other calendars
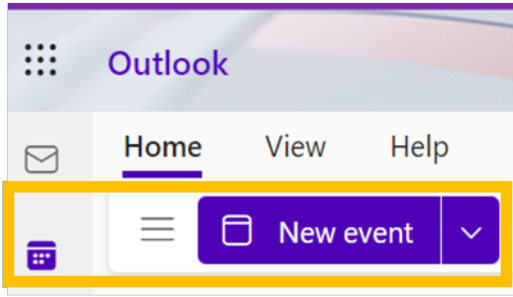
Calendars

Book Core Equipment Calendar- Online

- **Do Not Use Outlook Desktop App**
  - Can have sync errors and cause scheduling conflicts
- Open Outlook on office365.ucf.edu
- Open Calendar
- Add New Event on **your** calendar
- Add a Title (your name and lab)
- Invite the calendar and any other people involved
- Select Date and Time
  - Check availability- scheduling assistant is helpful
  - Do not select "All Day"
  - This can be overbooked; allows for general notifications
- Send
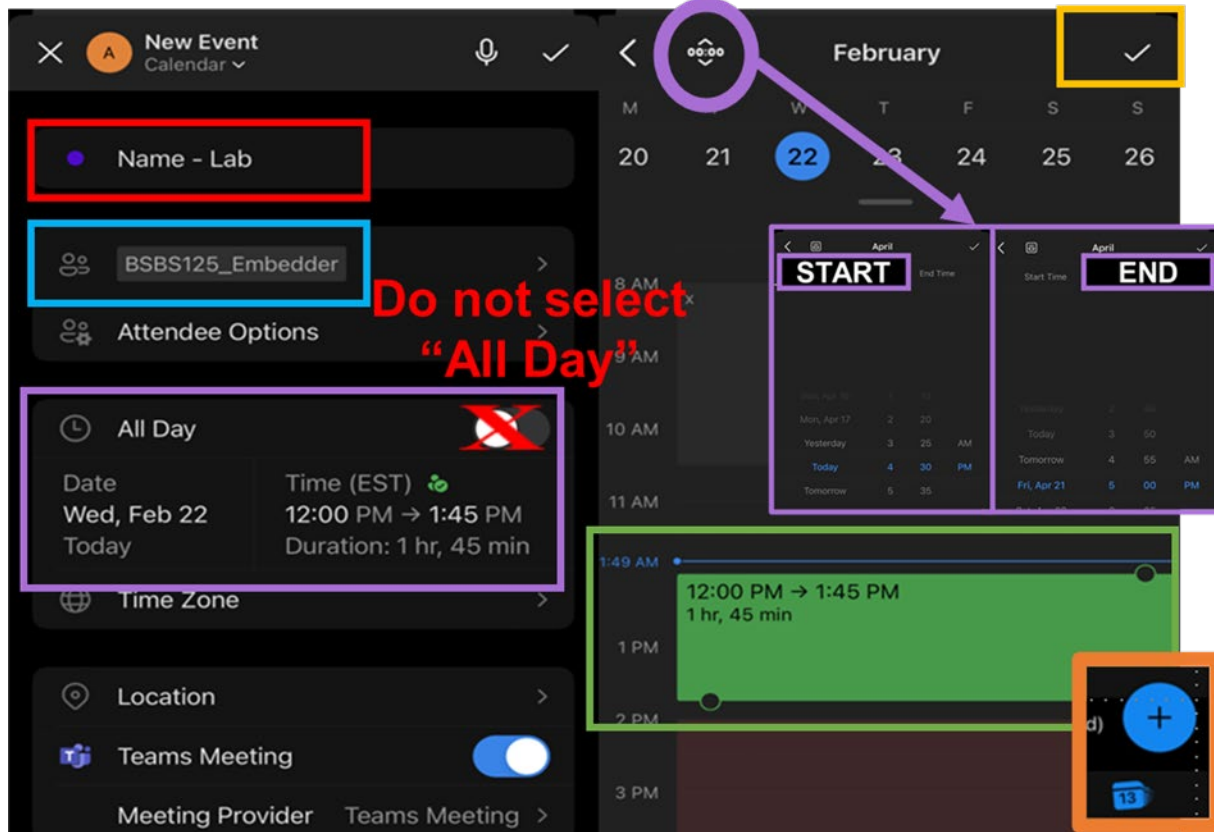
Calendars

Book Core Equipment Calendar- Mobile

- Open Outlook mobile app on your device
- **Do not use any other calendar/mail app**
- Open Calendar
- Add New Event on your calendar
- Add a Title (name and lab)
- Invite the calendar and any other people
- Select Date and Time
  - Check availability- scheduling assistant is helpful
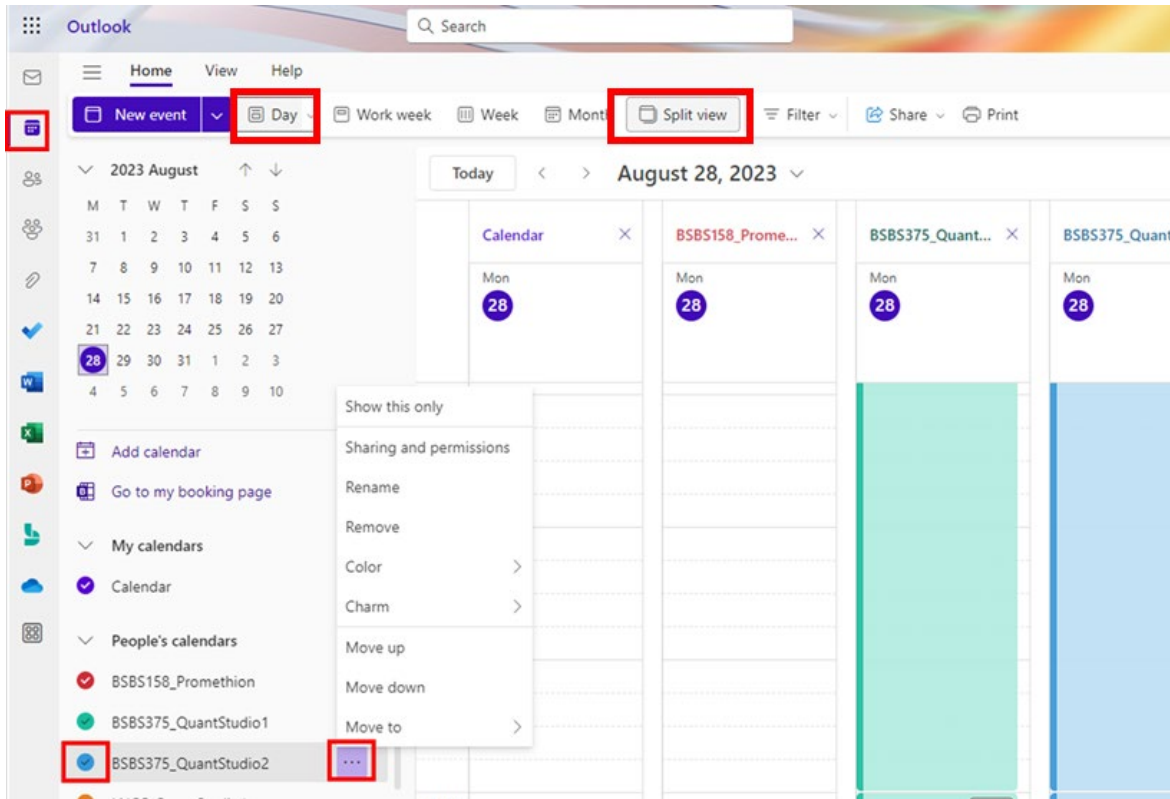 - Do not select "All Day" - This can be overbooked; allows for general notifications
- Ok / Send (checkmark)

Calendars

Suggestion for Viewing Outlook Calendars- Online

- Open Outlook through Office365.ucf.edu
- Open Calendar
- Select all calendars you want to view
    - Check circle next to calendar to turn on/off
- Click on name then ⋯ to change color of calendar
- Select View by Day & Split View:
    - Each Calendar = Column
    - Each row is the time of day
    - 15-30min segment selections
- Please do not book directly on the calendar
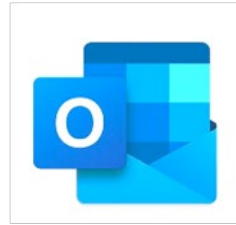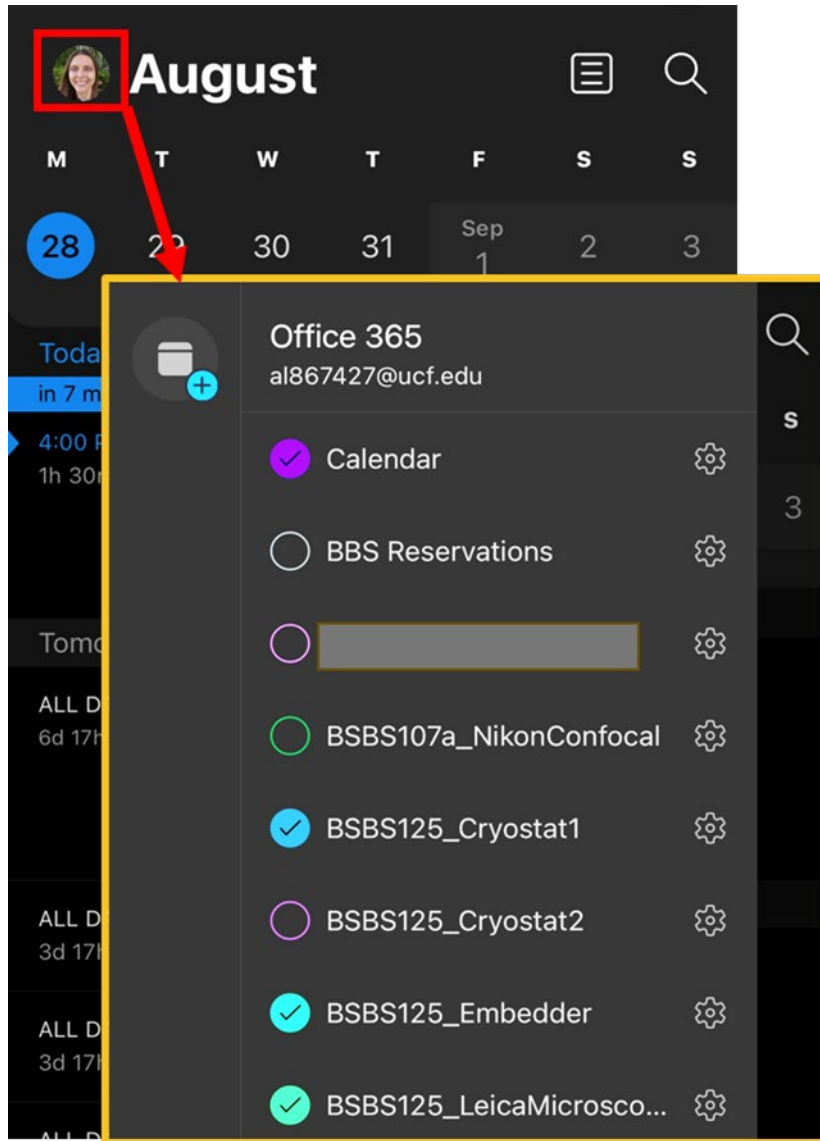
Calendars

View Calendars- Outlook Mobile

- Open Outlook mobile app on your device
- Open Calendar
- Select all calendars you want to view
  - Click on/off the circles
- Click gear next to calendar to change color of calendar

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Outlook Important Considerations

- Use the scheduling assistant and/or look at the instrument availability before sending

- Please delete/modify your event if you cannot make it – as soon as possible

- If you are more than 15 minutes late – please do not run over anyone's time behind yours

- Please do not take people's scheduled time – if they are late, please contact them before jumping in their spot

- Please be considerate and try not to book more than 3h in a row during business hours

- Always sign a logbook if present, if something is wrong with the instrument, log it **AND** contact the person overseeing the instrument

- If you overbooked an instrument, you will receive an email stating it was not accepted, **AND** check your personal calendar to **remove it from your events**

- Never use "All Day" as a time – it will not reserve your time (this can be used for special notes from the person overseeing the calendar, please check for these notes)
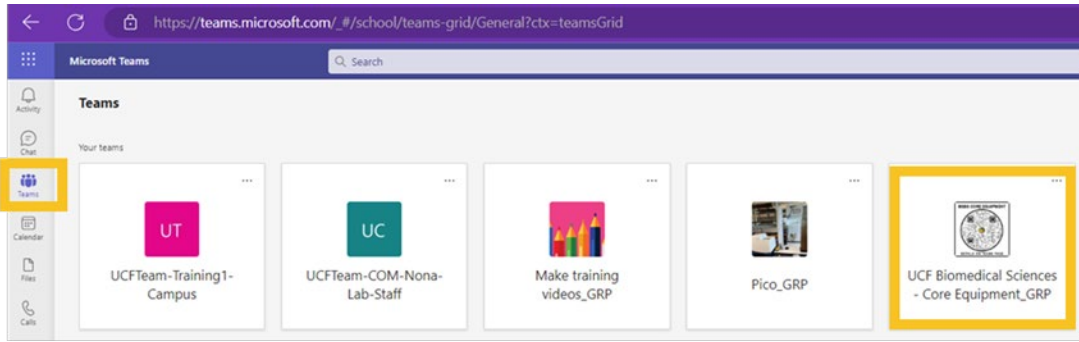
Using BSBS Core Equipment

- Please contact the person overseeing the instrument

  - This can be found on the Teams BSBS Core Equipment page

- Receive training by the person overseeing the equipment

  - Some exceptions exist – please speak with your PI and the person overseeing the instrument

  - Volunteers/Undergrads are not supposed to work alone

- Request **Traka box** access – building dependent resources

- If the instrument has a calendar, reserve time on the calendar before beginning

  - See Outlook instructions

  - **Failing to sign up on the calendar and logbook can result in losing privileges and your samples/self removed from the instrument.**

- Clean up after yourself

Traka box

*Traka Note: if key is checked out: Login, press "Look Up" and click the icon for that key to see who checked it out

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Teams Page

Core Equipment in BSBS Department per Building

[Team Link for BSBS Core Equipment Page](#)

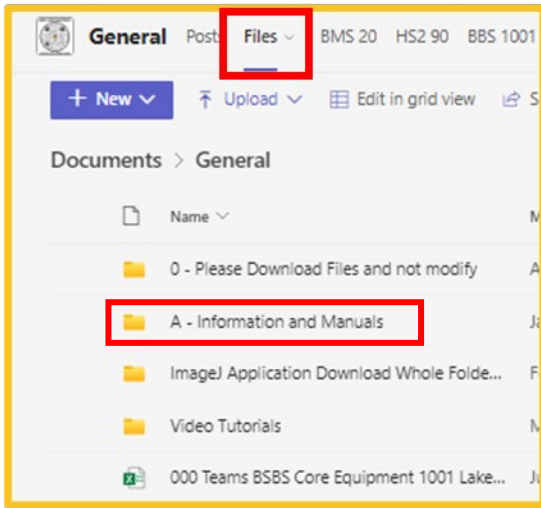Sort Equipment by type, or room #
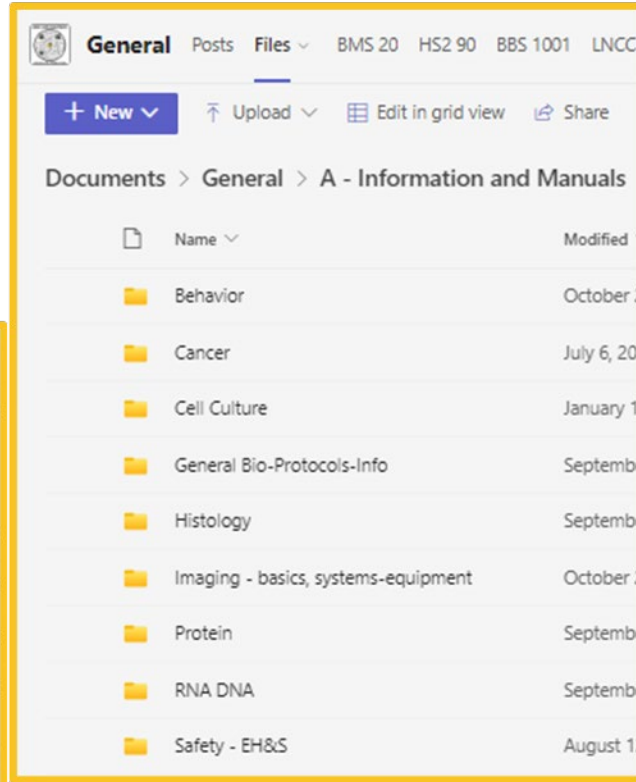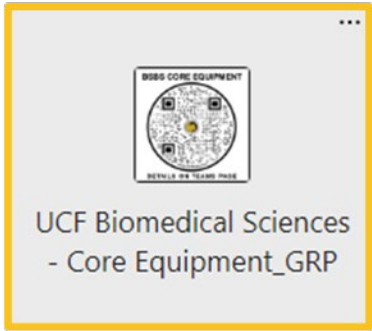
Export as Excel to better search for details –

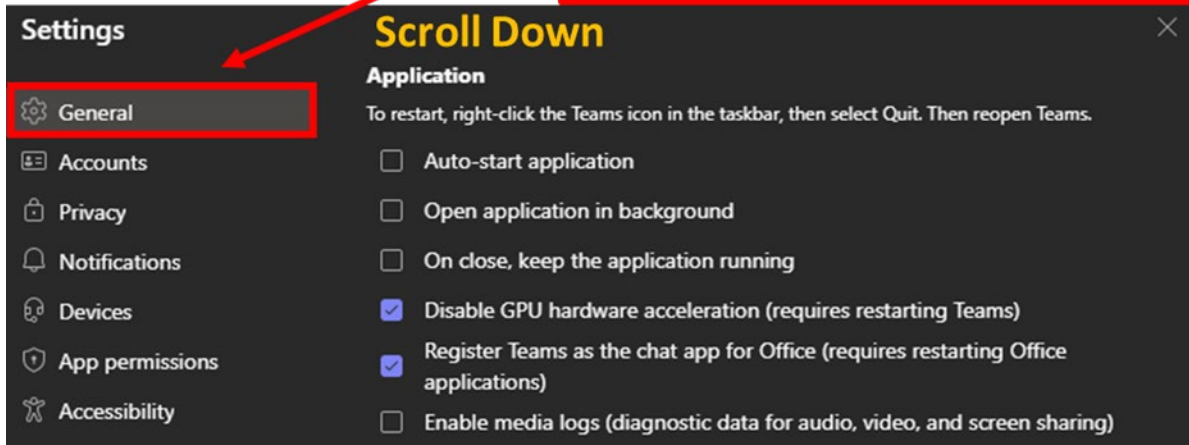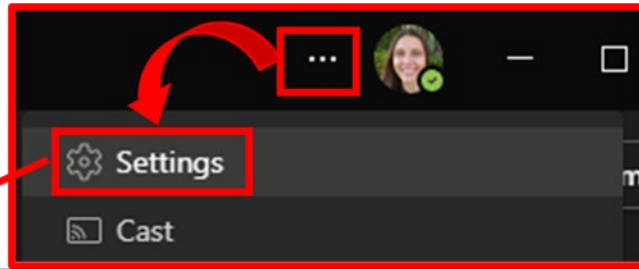Compiled Excel List for all buildings saved to: Files:

Files / Information

Please download files, do not modify shared versions

For issues, please post a message in the app

Send in your own information/protocols/infographics

Teams Desktop App Settings

Teams app slowing your computer down?

Uncheck: Auto-start, **and** On close, keep application running

Check: Disable GPU Hardware acceleration

GPU: Graphics Processing Unit Technews GPU HA

Keeping GPUHA enabled: If your computer can handle it, it improves application performance and CPU health as there is less load, increases battery life

It may be best to have it unchecked / enabled for video recording and streaming- requires restart of Teams

Also, consider enabling media logs at this time if you are having issues, this can help IT diagnose the problem

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Teams Phone

Guide for Teams Phone C450HD

Sign in: NID, multifactor approve

Call Forwarding:

- When the phone is idle, touch the FORWARD menu, and then touch Forward to a number.
- Enter the number to which you want to forward the calls, and then touch the START menu.
- To deactivate call forwarding, touch the FORWARD menu, and then select Do not forward calls.

Notes:

To set a pin to lock screen:

Menu > Security (at bottom) > screen lock >

input a 6-digit code & confirm

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Accessibility

Creating Accessible Documents allows for visually impaired persons to have viewing and to use text to speech, it also improves translation into other languages

About Accessibility

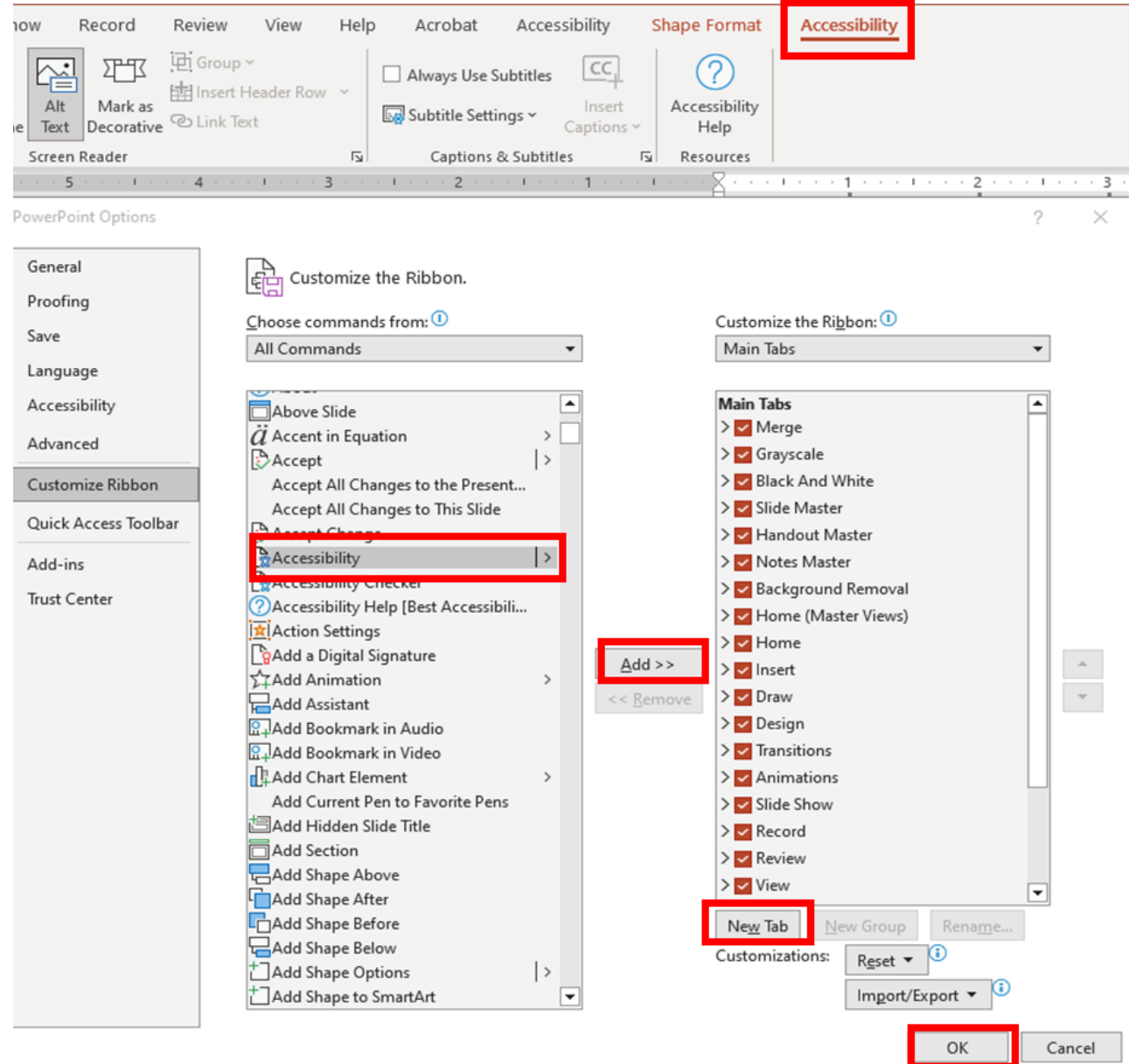**Turn on Accessibility:** Right click on the ribbon titles (Home/View) and Customize the Ribbon

Select All Commands and find Accessibility

Add to a New Tab

Use a Template

UCF Templates

Approved branding and text formatting

Accessibility

Alt Text = Labeling

On Accessibility tab, select Alt Text, select each item, and input information into the Alt Text Box

Add Alternative Text (Alt Text) to every image, title, text box, table- label as such with a short description if needed

Confirm the order of each slide

Home Tab, Arrange, Selection Plain, check the order for reading the slide, click and drag to change
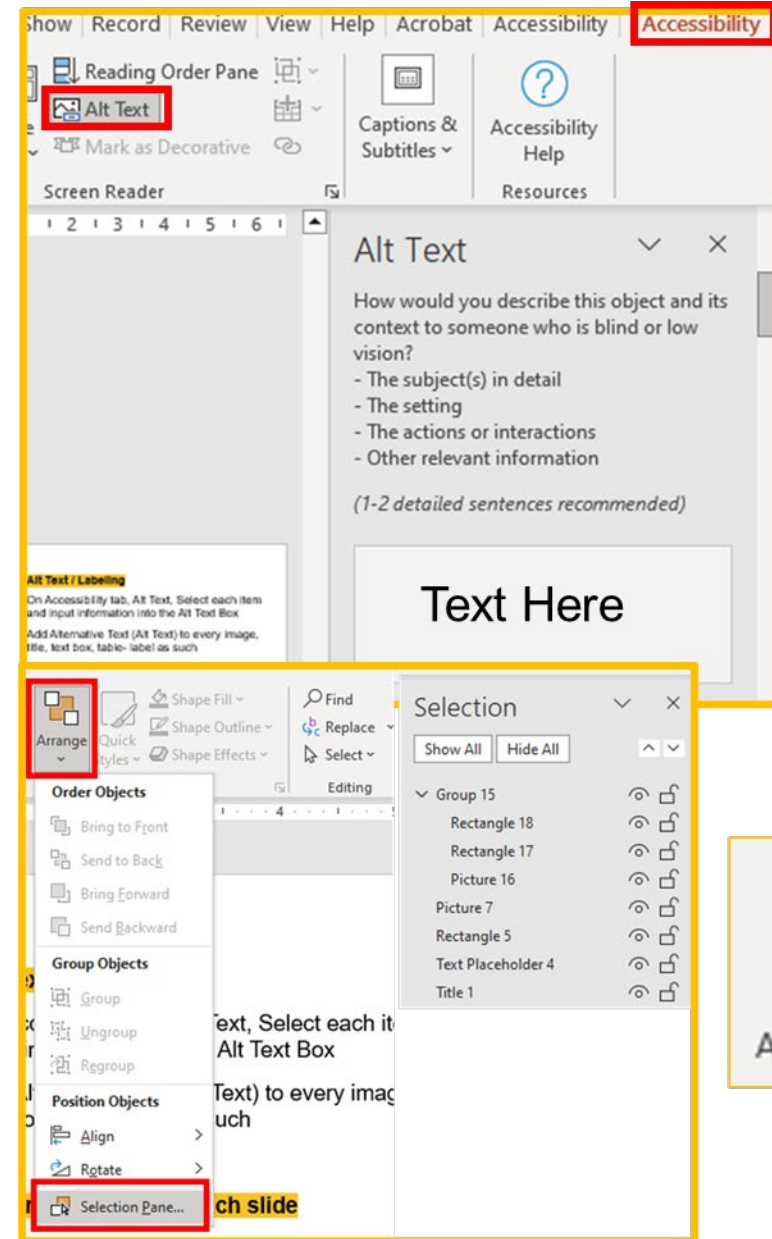
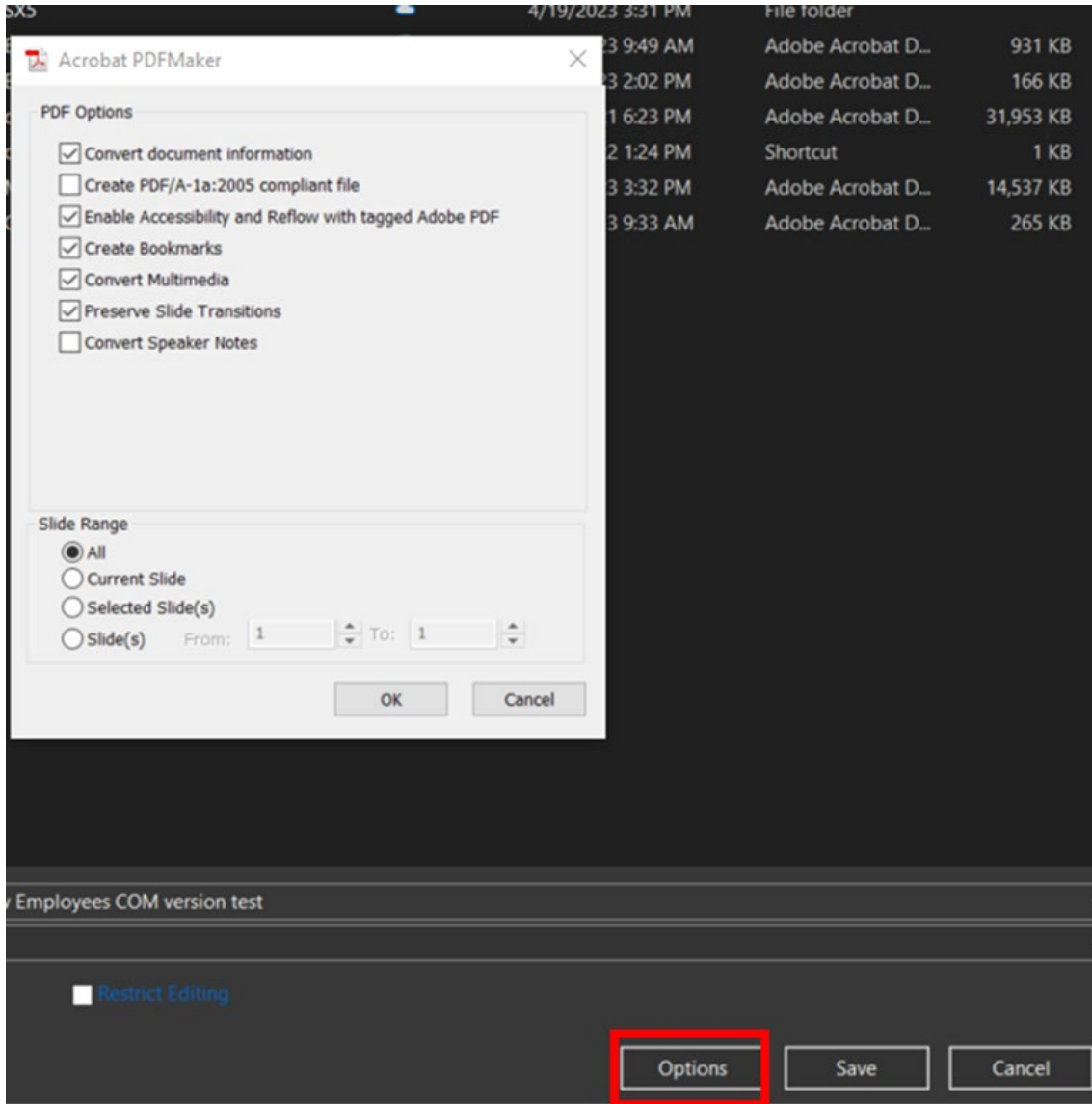**Reads from the bottom up and the last item will be in front**

Check Accessibility

Accessibility Tab, Check Accessibility

Fix any errors necessary, ensure every item is labeled

Consider taking the tips offered

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Accessibility

Save as PDF

Select location to save

Select Options (lower right)

Select: all relevant boxes and slide range

OK, Save

Open PDF

Look through for proper placement and flow

Test 'Read Out loud'

    View >>> Read Out Loud

    Options: read this page, read to end of doc

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Your Directory Info

Summary of work
Citations
Link to website

Websites

Update, Modify or Add Content

Contact Alicia Willenberg and/or medweb@ucf.edu

Your Basic Website Here

Type / to choose a block

Page Side Features

Page Header

Permissions: Read this Page

Header Media Fields

| Header Styling | Header Images | Header Video |

Parking

UCF Parking Website

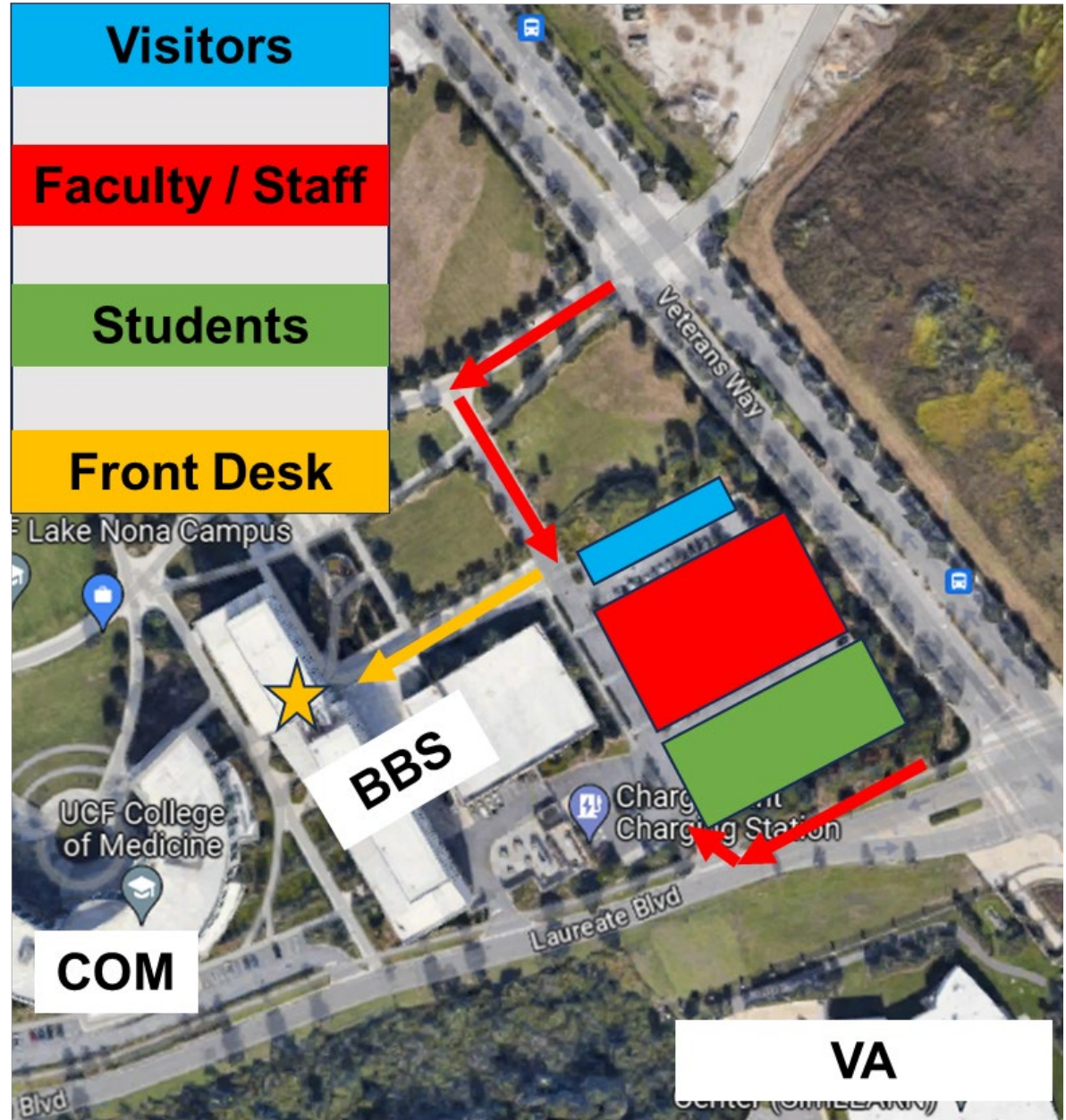**Please provide this page to your guests**

At the Lake Nona BBS building:

Visitors are to park in the marked zones and check in at the front desk (use the call button to be let into the atrium)

Additional parking on the other side of COM

Shuttle available to/from main campus:

Track the location of shuttle

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Resources and Contact Information

Building Access and Traka Box Access

Main Campus - [Main Campus Traka Box & Building Request Form (online)](#)

- The person requesting access needs to complete the form.

- Questions – Skye.Nakagawa@ucf.edu

Traka box

Lake Nona:

- UCF ID cards cannot be created until employee hires have been authorized by HR and volunteers have completed all lab safety training.

- Supervisor emails employee/student name and Employee ID/UCFID number to request access

- For core equipment room access, schedule and receive training, have trainer request access

- Questions / Requests – HSCWelcomeDesk@ucf.edu

*Traka Note: if key is checked out: Login, press "Look Up" and click the icon for that key to see who checked it out

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Resources and Contact Information

Typography (Fonts):

UCF's primary fonts as of Fall 2023 are Gotham (most content) and Knockout (large-scale content)

Information about creating accessible documents:

https://sas.sdes.ucf.edu/digital-accessibility/#Powerpoint

UCF Brand Information

UCF Marketing and Communications:
brand@ucf.edu

Resources and Contact Information

[Teams Core Equipment Page](#)

General Information

HSCWelcomeDesk@ucf.edu

Specific Information:

Equipment, Protocols, General Science, Other

Alicia.Willenberg@ucf.edu

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Thank you!

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